

**City of Menasha  
Information Technology Steering Committee  
Gegan Room  
Menasha Public Library  
Tuesday, September 27, 2011  
3:30 P.M.  
Minutes**

**A. Call to Order**

Meeting called to order at 3:40 PM by ITMgr Lacey.

**B. Roll Call/Excused Absences**

Present: COMP Stoffel, IPC Brunn, ITMgr Lacey, PHD Nett, PP Homan and PWD Radtke

Excused: VICE-CHAIRMAN Benner

Also Present: MAYOR Merkes, ITSUPV James, LD Lenz and Mr. Larry Schmitz of Common Sense Solutions LLC.

**C. Minutes to Approve** – Approval of Minutes of June 14, 2011 IT Steering Committee meeting.

Motion by PHD Nett, seconded by ITMgr Lacey to approve the minutes of the June 14, 2011 IT Steering Committee meeting as submitted. Brief discussion concerning Personnel Department's ability to devise a form to be used by the IT Department to add/remove employees to City network. MAYOR Merkes will follow up on this concern. Motion carried.

**D. Public Comments on any matter of concern to this Agenda**  
(Five (5) minute time limit for each person)

NONE

**E. Report of Department Heads/Staff/Consultants** – Committee monthly update on status of projects/operations/costs

ITMgr Lacey reviewed with the Committee the monthly report. Budget used through end of August is 48%, development of the city-wide data base has been slow, Cartegraph software should be in service during the fourth quarter of 2011.

Because of the delay in deploying Cartegraph, a request was made to have reduced maintenance fees for 2011; this was not accepted by the company. The IT Department is using a new application to record hardware inventory, software inventory on individual PCs, remotely push out new applications and record, prioritize, track and report completion of problems brought to the attention of the IT Staff. The new intern is working out very well and has helped the department catch up on a number of projects.

**F. ACTION ITEMS – (1)** Committee discussion and action on recommending 2012 Information Technology Budget request to Mayor

ITMgr Lacey presented his 2012 budget request to the Committee. He explained that the request included a  $\frac{3}{4}$  time position for IT with the remaining  $\frac{1}{4}$  allocated to the Finance Department. He reviewed each area of the budget, explaining what it was, which department was requesting the hardware or software and how much it would cost. Committee members made some inquiries concerning the items being requested, mostly concerning the surveillance cameras at the Public Works Facility. Motion by COMP Stoffel, seconded by IPC Brunn to recommend the 2012 IT Department budget as presented be forwarded to the Mayor for his review. Motion carried.

**ACTION ITEMS – (3)** Committee discussion and action on next IT Steering Committee meeting date – October 11<sup>th</sup>, second Tuesday

Motion by ITMgr Lacey, seconded by COMP Stoffel to schedule the next regular IT Steering Committee meeting for November 8, 2011, second Tuesday of the month. Motion carried.

**G. ADJOURNMENT**

Motion by PP Homan, seconded by PWD Radtke to adjourn. Motion carried. Meeting adjourned at 5:02 PM.

Respectfully submitted,

Thomas Stoffel  
Committee Secretary